

OTE 85-1611

29 OCT 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Training and Education

SUBJECT: OTE Support to New Recruitment Initiatives

REFERENCE: DDA Memo, dated 11 June 1985 (DDA 85-2044/3),  
Same Subject

1. This memorandum responds to your request for a progress report on OTE's work on an unclassified catalog of courses which supports the new recruitment initiatives.

2. We have experienced some delays in coordination of the catalog and in the identification of appropriate pictures to be included. These delays will result in our having the catalog ready for the printers' in mid-December rather than mid-November 1985. The catalog now is in the hands of the P&PD/OL designer who is identifying additional pictures which were recommended for inclusion as a result of the coordination process. The Director of Personnel has also asked that he see a galley version prior to actual production of the catalog. These two additional steps will require about an additional two weeks of time.

3. With support for a high priority for printing, we anticipate that the catalog will now be available for distribution by the Office of Personnel by mid-December 1985.

ADC/OTE/ (28 Oct. 85)

DISTRIBUTION:

- Orig - Addressee
- 1 - D/OTE
- 2 - ADC (chrono and file)
- 1 - OTE Registry